



**SEDGWICK COUNTY, KANSAS**  
**DIVISION OF FINANCE**  
**PURCHASING DEPARTMENT**

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<http://sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL**  
**FOOD STAPLES FOR JUVENILE DETENTION FACILITIES**  
**#14-0103**  
**Addendum #1**

January 7, 2015

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal request for Food Staples for Juvenile Detention Facilities.

Questions and/or statements of clarification are in **bold** font, answers to specific questions are *italicized*.

**1) In the “Contracts Allowed” under section 5, it allows for cost reimbursement plus fixed fee contracts. However, under section 4 under Contract Period, the terminology states “approved at the contracted prices proposed in the response.” About 40% of the items on the market basket are fresh/perishable market items that can change on a weekly basis. As a result, those items would change frequently on a cost reimbursement plus fixed fee contract. Please clarify if the County is specifically looking for guaranteed pricing for the length of the contract.**

*Answer: The definition of “cost reimbursement plus fixed fee” contracts allows for the reimbursement of the actual product cost, even those that fluctuate on a weekly basis, however, the fee is fixed for the duration of the contract. The fee can vary from item to item but will remain unchanged for the duration of the contract.*

*The other allowable contract is the firm fixed-price which means the product pricing remains unchanged for the duration of the contract. All proposers are encouraged to present more than one proposal to the County and any additional pricing methodologies that they feel the County would be interested in. Please provide specific details in each and every proposal.*

*The County will choose the proposal(s) with the most advantageous and prudent methodology and costs.*

**2) Section 6 states the ability to accept credit cards. Each credit card company charges a different rate, which would make a difference in overall cost of business. Can you please let me know if the County plans on using a credit card to pay and which card it will be?**

*Answer: The County works primarily with a purchase order system. At times a credit card can be used but this is the exception not the rule. The procurement cards utilized by the County are VISA cards.*

**3) Section 16, line item 1: Which other entities would be included in the contract and where are they located?**

*Answer: This line found in our terms and conditions, refers to governmental bodies such as the City of Wichita, USD 259 and any other local governmental body that the County may work with at times to share agreements. In this case, these local bodies have established their own contracts with food suppliers and have never made a request to piggyback the County's contract for Food Staples.*

**4) Section 2 lists Juvenile Detention and Residential Facilities. Can you please define "Residential Facilities" and provide a number of facilities and number of residents in each? Are these separate delivery points?**

*Answer: The awarded proposer will make all deliveries to one location, the Juvenile Detention Facility. The kitchen located at JDF will prepare and deliver products and/or meals to the Residential Facilities and any other requesting County departments.*

*The Juvenile Detention Facility generally requests delivery two times per week. These deliveries are normally on Tuesdays and Fridays.*

**5) Please note: Due date for proposal is January 20, 2015 not 2014.**

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. CST, Tuesday, January 20, 2015**. Late proposals will not be accepted and will not receive consideration for final award.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE FORM.**

*Joe Thomas*

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Joe Thomas, C.P.M.  
Purchasing Director